



Building Bricks @ Hunsley Primary School

Guidelines for Adverse Weather Procedure

If adverse weather conditions are evident e.g. severe ice or excessive snowfall, staff who provide the wraparound provision at Hunsley Primary School are asked to adhere to the following procedure;

- Staff who are unable to travel to work safely must contact the director, Jackie Phillips, or in her absence Becky Moulds, as soon as possible to advise the Senior Team that they will be unable to get into work. This particularly applies to before school care that starts at 7.30 am
- Staff who are able to safely travel to work will be asked to attend the wraparound provision to ensure adequate staff/child ratios are maintained.
- In the event of a staff shortage due to adverse weather conditions, parents will be asked to stay and support the staff that are present until other staff arrive, including Hunsley Primary teaching staff.
- There is an expectation that all staff will be proactive and investigate weather conditions through media that is available to them and plan how they will travel to work safely and in a timely manner to ensure they arrive as punctual as possible.
- The director will make the decision not to operate the wraparound provision following consultation with the Head of Hunsley Primary if staff/child ratios are not possible to maintain or if safety is at all compromised.
- We are providing a service to our parents/carers and Building Bricks @ Hunsley Primary will ensure closure is a last resort. Staff who work additional sessions to cover for staff unable to get into work due to adverse weather conditions, will be given their time in lieu or paid for their additional time. This will be at the discretion of the director.
- In the event of the wraparound provision not being operational all attempts will be promptly made to find a positive solution so that the service runs as usual and parents are not compromised.
- If the before school provision is not operational as many parents as possible whose children should normally attend that day will be contacted or asked to view our Facebook page for updated information.
- It may be prudent to speak to parents who use the after school provision to negotiate an early collection of their children to enable parents and staff to return home safely and minimise risk to everyone.

Building Bricks @ Hunsley Primary School: Jackie Phillips

Date: January 2016

Date of Review: January 2017